



Apostille/Letter of Authentication Process

Students studying internationally often must obtain an apostille or letter of authentication for particular documents, like a diploma and/or an official transcript. Obtaining an apostille or letter of authentication is a multistep process that often takes between four and five weeks.

For more information about the apostille/letter of authentication process, please visit New York State's [Apostille or Certificate of Authentication](#) page.

Step 1: Send original documents or order new versions of necessary documents (usually an official transcript and/or diploma) to:

Registrar's Office
1 Willard Ave
Houghton, NY 14744

Houghton University Students: Official transcripts can be ordered through [National Student Clearinghouse](#) or by filling out this [paper form](#) and mailing it to the Registrar's Office with the \$10 fee. Replacement diplomas can be ordered by following the instructions on the [Replacement Diplomas](#) page of our website.

Nyack College/Alliance University Students: Official transcripts and replacement diplomas can be ordered through [Parchment](#).

PLEASE NOTE: The Houghton University Registrar's Office **cannot** notarize **copies** of official documents. Please send original documents or replacement documents. (Replacement documents may be ordered by following the instructions above.)

The Registrar will sign an Affidavit Certificate for Original Document for each document sent, and the certificate(s) will be notarized by a notary public.

Original documents and signed [Affidavit Certificate of Original Document](#)(s) will be mailed back to the student.

*****This step fulfills the Houghton University Registrar's Office's role in the apostille process. Students are responsible to complete the following steps. *****

Step 2: Send original documents and signed affidavits to the appropriate county clerk.

[Allegany County](#)

Mail documents to the address below with a self-addressed envelope and a \$3.00 check payable to "Allegany County Clerk."



Allegany County Clerk
P.O. Box 242
7 Court Street
Room 18
Belmont, NY 14813

Livingston County

Mail documents to the address below with a self-addressed envelope and \$3.00 cash or check payable to "Livingston County Clerk."

Livingston County Clerk
6 Court Street
Room 201
Geneseo, NY 14454

The County Clerk will sign a Certificate of Authentication, verifying that the notary public is certified to notarize in this county.

The original document(s), Affidavit Certificate(s) for Original Document, and Certificate(s) of Authentication will be mailed back to the student.

Step 3: Send original documents, signed affidavits, Certificate(s) of Authentication, a filled out copy of the [Apostille/Certificate Authentication Request](#), a self-addressed envelope, and the \$10 fee to the NYS Department of State.

For more information, visit the [Apostille or Certificate of Authentication page](#) on the New York State website.